



The URL displayed in your browser when you type <http://portal.epa.gov> is dynamic and may change as EPA Portal technology is updated. In order to ensure that your bookmark always takes you to the correct Portal login page, you must specifically bookmark <http://portal.epa.gov> and not the URL displayed in the browser's address bar. This Quick Reference Guide provides you with the instructions you need to perform this task.

## **Bookmarking the Portal**

In order to ensure your bookmark for the EPA Portal's main log-in screen works correctly, you will need to book mark: <http://portal.epa.gov>. Follow each step below:

1. Type in: <http://portal.epa.gov> into the address line on your internet browser.
2. Once the **Portal Log-In** page appears (Figure 1) right click on the page and click **Add to Favorites...**, then click the **OK** button. You will see a link for EPA Portal login when you click on the Favorites dropdown menu in your Web Brower.
3. Once you have added the page to your list, open your *Favorites* list (Figure 2), right click on the link (Figure 2) and then click *Properties*.
4. Change the URL to <http://portal.epa.gov> (Figure 3)
5. Click the **OK** button to save your change and return to the EPA Portal's main log-in screen.

**Figure 1: Portal Log-In page**

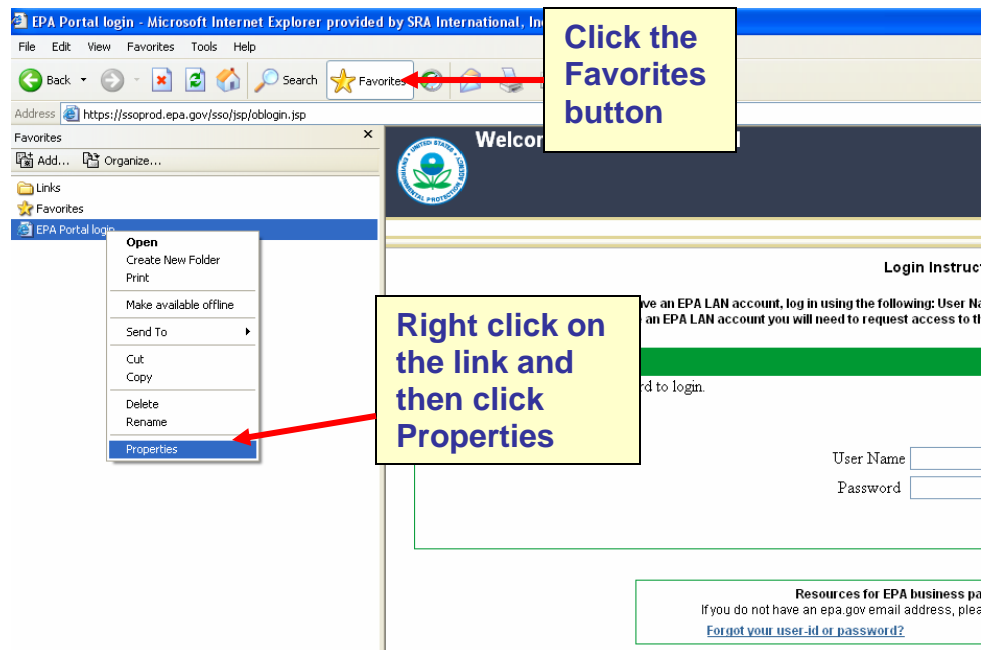


Figure 2: Favorites List

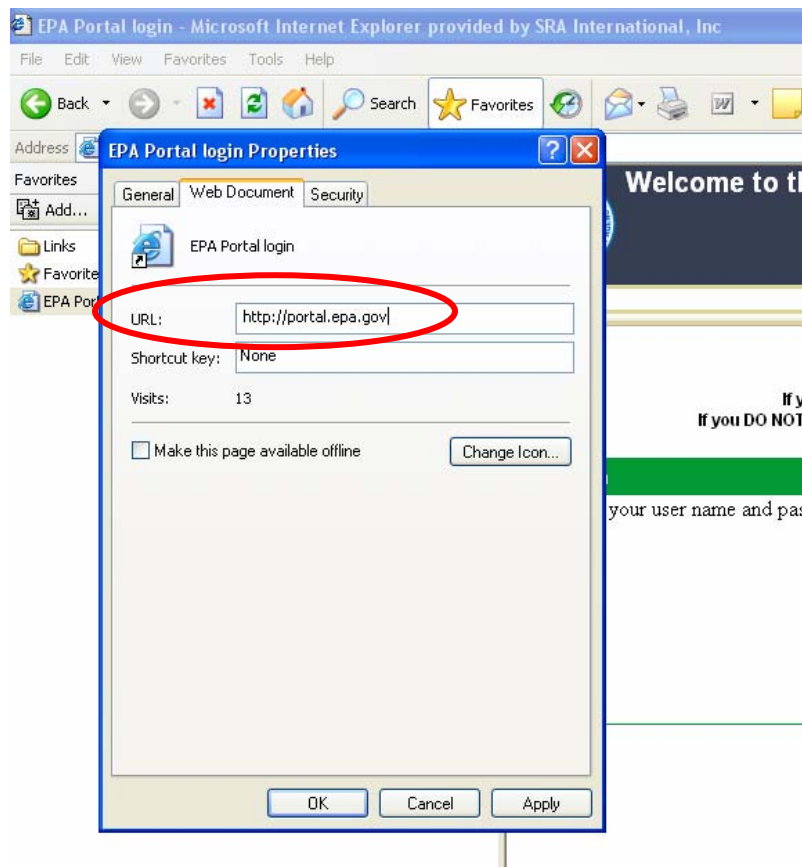


Figure 3: Change the URL



## **For Help**

If you need assistance, please contact the EPA Customer Call Center at 1-866-411-4EPA or [epacallcenter@epa.gov](mailto:epacallcenter@epa.gov). If you have suggestions regarding the EPA Portal, please contact Maja Lee at [lee.maja@epa.gov](mailto:lee.maja@epa.gov) or Terry Grady and [grady.terry@epa.gov](mailto:grady.terry@epa.gov).